

**CLASS TITLE: ADMINISTRATOR OF FINANCIAL MANAGEMENT AND  
REPORTING (ACCOUNTS & CONTROL)**

**Class Code: 02643201**  
**Pay Grade: 41A**  
**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Office of Accounts and Control, to be responsible for compliance with accounting standards, financial statement preparation and coordination of subsequent audit process with external auditors; to be responsible for the integrity of the statewide financial reporting process and related financial controls; to plan, direct and coordinate all accounting operational functions of the General Fund; to work directly with the Controller to provide and present information used at the State's semi-annual revenue estimating conference to adopt official estimates of general revenue receipts; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgment; work is subject to periodic review for conformance with federal and state laws, policies, and departmental objectives.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises, and reviews the work of a staff involved in financial accounting and control.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Office of Accounts and Control, to be responsible for compliance with accounting standards, financial statement preparation and coordination of subsequent audit process with external auditors.

To be responsible for the integrity of the statewide financial reporting process and related financial controls.

To plan, direct and coordinate all accounting operational functions of the General Fund.

To work directly with the Controller to provide and present information used at the State's semi-annual revenue estimating conference to adopt official estimates of general revenue receipts.

To manage the preparation of the Annual Comprehensive Financial Report (ACFR), maintaining the highest quality, reliability, and accuracy.

To coordinate the preparation of the annual Fiscal Year Closing Statements required by Rhode Island General Laws and ensure consistency with existing year end accounting reports and budget reports.

To monitor and ensure timely identification and compliance with evolving accounting standards and guidelines pertaining to the State's ACFR.

To create, implement and maintain comprehensive accounting policy documents applicable to all State agencies and departments to improve clarity and consistency.

To oversee estimates, revenue recognition, and other complex technical accounting issues related to the State's ACFR.

To serve as a liaison with external auditors regarding interim and year-end audits for all state agencies and departments.

To coordinate with State agencies as needed on various accounting policies and controls.

To be responsible for the State's long-term debt accounting and reporting.

To participate in the evaluation and implementation of software as needed.

To assist in administrative tasks as required (interviews, training, evaluations etc.)

To assist in the centralized monthly close process, including the review of journal entries, reconciliations, and analyses of accounts.

To stay current on accounting literature, research technical accounting areas and other significant accounting transactions, prepare technical memos and presentations as required by the Office of Accounts and Control.

To implement, document and maintain reporting procedures to comply with internal control requirements.

To communicate and explain accounting issues and evolving accounting guidance to the senior management team and other personnel within the state agencies.

To do related work as required.

#### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of complex accounting principles and auditing standards; the ability to identify, interpret, and implement evolving accounting guidelines; the ability to prepare and analyze financial statements or other financial documents; the ability to identify problems and work interdependently with staff, members of the public, other state departments and federal agencies; knowledge of Windows Operating Systems, usage of a personal computer (PC) and standard desktop office tools; the ability to formulate and implement solutions in an efficient manner; the ability to manage staff; the ability to effectively lead special projects when they arise; the ability to interpret State and federal laws rules and regulations; the ability to communicate professionally, courteously and effectively with public officials throughout the State; the ability to perform other accounting related tasks; the ability to communicate effectively both verbally and in writing; and related capacities and abilities.

#### **EDUCATION AND EXPERIENCE:**

Education: Possession of a Bachelor's degree in Accounting or Finance; and

Experience: Employment in a highly responsible role in the field of accounting or auditing.

Class Created: November 21, 2021